

1.933
Ad 63
Cap 2

MZ-30(r21)
8-10-50

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. 7

SUBJECT: Authorization to Certify Requisitions for Loan Funds

1. The Head of the Loan Accounts Section and, in his absence, the Chief, the Assistant Chief, or the Assistant to the Chief of the Finance Division, are authorized on behalf of the Administrator to certify borrowers' requisitions for loan funds.

This Bulletin supersedes Administrative Bulletin No. 103 and all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

Index:

Authorization to Certify Requisitions for Loan Funds
Requisitions for Loan Funds: Authorization to Certify



THE UNIVERSITY OF CHICAGO
LIBRARY

1913

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. 8

SUBJECT: Authorization to Certify REA Administrative Vouchers

1. The Head and Assistant Head of the Internal Accounting and Travel Section of the Administrative Services Division, and in their absence the Chief and Assistant Chief of the Finance Division, are authorized on behalf of the Administrator to certify all vouchers relating to administrative expenses of the Rural Electrification Administration.

This Bulletin supersedes Administrative Bulletin No. 108 and all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

Index:

Authorization to Certify REA Administrative Vouchers
Administrative Vouchers: Authorization to Certify REA
Certify REA Administrative Vouchers: Authorization to

10-11-1915
10-11-15

Office of the Secretary of the
Board of Education, Chicago, Ill.

Two copies of the report of the

Committee on the Chicago Public Schools

The report of the Committee on the Chicago Public Schools, which was organized in 1912, is herewith submitted to the Board of Education. The report contains a detailed statement of the work of the Committee during the past year, and a statement of the results of its investigations. The Committee has found that the Chicago Public Schools are in a state of financial distress, and that the quality of the education is suffering as a result. It recommends that the Board of Education take immediate action to remedy these conditions.

Very respectfully,
John D. H. [Signature]

Charles F. [Signature]

Secretary

Report of the Committee on the Chicago Public Schools
Submitted to the Board of Education, Chicago, Ill.
October 11, 1915

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. T-34

SUBJECT: Insurance and Performance Bond Requirements of Telephone Borrowers' Contractors

POLICY:

1. It is the policy of the Rural Electrification Administration to require contractors entering into construction contracts with telephone borrowers in amounts in excess of \$10,000 to secure a performance bond on a form approved by the Administrator in a penal sum of not less than the contract price and to furnish REA with an executed copy of such bond. For contracts amounting to \$10,000 or less, REA shall determine whether a performance bond is required.
2. It is the policy of REA to require telephone borrowers' contractors to maintain throughout the construction period insurance of the following types and amounts:
 - a. Workmen's compensation insurance covering all employees in statutory limits who perform any of the obligations assumed by the contractor under the contract.
 - b. Public liability and property damage liability insurance covering all operations under the contract: limits for bodily injury or death not less than \$50,000 for one person and \$100,000 for each accident; for property damage not less than \$10,000 for each accident and \$25,000 aggregate for accidents during the policy period.
 - c. Automobile liability insurance on all self-propelled vehicles used in connection with the contract whether owned, non-owned or hired; public liability limits of not less than \$50,000 for one person and \$100,000 for each accident; property damage limit of \$5,000 for each accident.

REA requires that a contractor submit to it evidence of compliance with the provisions of this paragraph only if the Administrator shall specifically so direct or if the amount of the contract is less than \$10,000 and the contract is not covered by a performance bond. Such evidence of compliance shall be in the form of a certificate of insurance executed by an authorized insurance company representative.

RESPONSIBILITY AND PROCEDURE:

1. It shall be the responsibility of the borrower to determine that the contractor has insurance which complies with the requirements of the contract. The contractor is required to submit to REA evidence of compliance with the above policy only if REA shall specifically so direct. Such evidence of compliance shall be in the form of a certificate of insurance executed by an authorized insurance company representative.
2. Engineering Division: The Engineering Division is responsible for advising telephone borrowers of their responsibility under this policy and for determining when contractors for such borrowers shall be required to submit to REA evidence of compliance with this policy.
3. Management Division: The Insurance Section of the Management Division is responsible for establishing plans and procedures for determining compliance by borrowers' contractors with REA insurance requirements and for serving as advisor to the Engineering Division on matters concerning such insurance.

This Bulletin supersedes all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

Index:

Contractors: Insurance and Performance Bond Requirements of Telephone Borrowers'
Insurance and Performance Bond Requirements of Telephone Borrowers' Contractors
Performance Bond Requirements of Telephone Borrowers' Contractors: Insurance and

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. T-35

SUBJECT: Minimum Requirements with Respect to Insurance of Telephone
Borrowers' Engineers

POLICY:

1. It is the policy of Rural Electrification Administration to require engineers performing work under Engineering Service Contracts with telephone borrowers to maintain throughout the term of the contract insurance of the following types:

Workmen's compensation insurance in statutory limits covering all employees who perform any of the obligations assumed by the engineer under the contract. If any employee is not subject to the workmen's compensation laws of the State, such insurance shall extend to each employee voluntary coverage to the same extent as though such employee were subject to such laws.

RESPONSIBILITY AND PROCEDURE:

1. It shall be the responsibility of the borrower to determine that the engineer has insurance which complies with the requirements of the contract. The engineer is required to submit to REA evidence of compliance with the above policy only if REA shall specifically so direct. Such evidence of compliance shall be in the form of a certificate of insurance executed by an authorized insurance company representative.
2. Engineering Division: The Engineering Division is responsible for advising borrowers of their responsibility under this policy and for determining when engineers for such borrowers shall be required to submit to REA evidence of compliance with this policy.
3. Management Division: The Insurance Section of the Management Division is responsible for establishing plans and procedures for determining compliance by borrowers' engineers with REA insurance requirements and for serving as adviser to the Engineering Division on matters concerning such insurance.

This Bulletin supersedes all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard
Administrator

Index:

Engineers: Minimum Requirements with Respect to Insurance of Telephone Borrowers'
Insurance of Telephone Borrowers' Engineers: Minimum Requirements with Respect to
Minimum Requirements with Respect to Insurance of Telephone Borrowers' Engineers

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. 36

SUBJECT: Internal Audit Program

POLICY:

1. It is the objective of the Rural Electrification Administration to manage its affairs in the most effective, efficient and economical manner possible in attaining the purposes of the REA program. In accomplishing this objective, it is essential that there be a systematic and continuous review of various aspects of agency operations to ascertain adherence to desired standards of performance. To meet this need in the REA, an internal audit program is hereby established to be administered by the Internal Auditor, serving under the general direction of the Executive Officer, Office of the Administrator.
2. The overall objective of the internal audit program will be to appraise independently the activities within the organization by reviewing financial transactions, fiscal procedures, books, records and accounts, and other related operations of REA. The Internal Auditor's work will deal primarily with accounting and financial matters but may properly deal with related matters of an operating nature.
3. The execution of the internal auditing program will include such activities of the Internal Auditor as:
 - a. Ascertaining the degree of reliability of accounting and statistical data developed within the organization and the extent of compliance with established policies, plans, and procedures.
 - b. Ascertaining the extent to which assets of the organization are properly accounted for and safeguarded from losses of all kinds.
 - c. Reviewing and appraising the internal records and procedures of the organization in terms of their adequacy and effectiveness.
 - d. Preparing reports pointing out existing deficiencies to provide a basis for appropriate corrective action and making recommendations of changes for the improvement of various phases of operations.

4. The establishment of the internal audit function will not relieve the various organizational units of REA of any of their responsibilities or alter in any manner their assigned duties.
5. The Internal Auditor and his staff shall have full access to all records, as he may require, in making examinations or investigations in the pursuit of objectives outlined above. Likewise, the Internal Auditor shall have the authority to request accounting, statistical, and procedural data he may require in executing the internal audit program.

RESPONSIBILITY AND PROCEDURE:

1. Internal Auditor: The Internal Auditor, under the general direction of the Executive Officer, Office of the Administrator, shall be responsible for:
 - a. Planning, developing, and executing an internal audit program for the REA.
 - b. Preparing written reports to the Administrator of findings developed in the execution of the internal audit program, including recommendations as may warrant his attention for the correction of existing deficiencies and changes for improvement of various phases of the operations of the agency. Unless otherwise directed by the Administrator, recommendations shall be discussed first with supervisory personnel responsible for the activities under audit.
2. All Divisions: All divisions shall be responsible for:
 - a. Making their records available to the internal audit staff for examination.
 - b. Furnishing accounting, statistical, and procedural data, as may be required.
 - c. Extending full cooperation in the conduct of the internal audit program.

This Bulletin supersedes all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

Index:

Audit Program: Internal
Internal Audit Program

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. 40

SUBJECT: Constitution of the Board of Directors of an REA Power-Type Cooperative

POLICY:

1. Proper and efficient administration of a Rural Electrification Administration borrower's system for the generation and transmission of electric energy, including matters of organization and management, is primarily the responsibility of the borrower. In representing the interest of the Government as mortgagee and in furtherance of the objectives of the Rural Electrification Act of 1936, as amended, however, REA has a proper concern for the proper organization, operation, and functioning of its borrowers.
2. REA recommends that, insofar as practicable and as permitted by law, the by-laws of a power-type cooperative, consisting of a federation of two or more cooperatives distributing to its consumers electric energy that is obtained from such generation or transmission cooperative, should provide that:
 - a. The board of directors shall contain a representative and workable number of members, each corporate member being equally represented.
 - b. The board of directors or trustees shall be elected by the delegates, boards, or members of the corporate members, except that no one may become a director or trustee of the power-type cooperative unless he is a director or trustee of a corporate member.

RESPONSIBILITY AND PROCEDURE:

1. Power Division: The Power Division is responsible for:
 - (a) informing power-type borrowers of the policy, and
 - (b) advising and assisting such borrowers in effectuating the policy, utilizing the consulting assistance of the Information Services Division.

2. Information Services Division: The Cooperative Education Section of the Information Services Division is responsible for rendering consulting advice to the Power Division on matters concerning the policy.

This Bulletin supersedes Administrative Bulletin No. 17 and all existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

Index:

Constitution of the Board of Directors of an REA Power-Type Cooperative
Board of Directors of an REA Power-Type Cooperative, Constitution of

Telephone
MM-1
8-10-50

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. T-36

SUBJECT: Mapping Requirements for Telephone Systems

POLICY:

1. In representing the Government as mortgagee, and in furthering the objectives of the Rural Electrification Act of 1936, as amended, the Rural Electrification Administration has a special responsibility to assure itself that physical properties serving as security for loans are properly located and are designed and constructed adequately to achieve loan purposes. In discharging this responsibility, it is the policy of the REA to develop and prescribe mapping standards to assure the availability of complete and accurate maps of telephone facilities financed with Government loans.
2. "Key" and "detail" maps of telephone facilities required by REA in connection with the approval of plans and specifications, construction contracts, and the inventory of completed construction shall be submitted by borrowers in accordance with approved REA mapping standards for telephone borrowers.
3. Unless otherwise directed by REA in specific instances, the scale of such maps shall be as follows:
 - a. The scale of a "Key" map shall be one inch to one mile or a multiple of one inch, if such a scale would be more practicable, except, however, that in no event shall the scale be less than one-half inch to one mile.
 - b. The scale of a "detail" map shall not be less than two inches to a mile. Large scale detail maps of congested rural and urban areas may be drawn to a scale not greater than one inch to one hundred feet.
4. The terms "base map", "key map", and "detail map" shall be defined as follows:

- a. Base Map - The term "base map" with respect to an area covering a borrower's proposed or existing system, is defined to mean a map drawn to scale on a horizontal plane showing and identifying each major physical and cultural feature, state and county boundaries, and, if available, range and section lines. Major physical features shall include rivers, large streams, lakes, bays, mountain ranges and peaks. Major cultural features shall include roads, highways, canals, railroads, railroad stations, airplane landing fields, airports, cities, towns, villages, and other political subdivisions.
- b. Key Map - The term "key map" is defined to mean a base map showing and identifying:
 - (1) The location of the borrower's proposed and existing system (showing optimum boundaries if determined) including, but without limitation, locations and names of central offices, and the lead designation of each section of line.
 - (2) The location of all existing communication and signal lines and electric transmission and distribution lines in the area other than those owned by the borrower. The ownership of such lines shall also be shown.
 - (3) Franchise boundaries, if any, of the borrower.
 - (4) The boundaries of the several sections covered or to be covered by detail maps.
 - (5) The name of the borrower.
 - (6) The name and address of the mapping engineer.
 - (7) The date the map was prepared and the date of each revision.
 - (8) The scale of the map.
 - (9) Such other information as REA may from time to time require to be shown.
- c. Detail Map - The term "detail map" is defined to mean a base map showing and identifying in addition to the data required to be shown on a key map:

- (1) The location of each subscriber, existing, signed, and potential.
- (2) The type of service for each existing and signed subscriber.
- (3) Such other information as REA may from time to time require to be shown.

RESPONSIBILITY AND PROCEDURE:

1. Engineering Division - The Engineering Division is responsible for informing borrowers of the standards and requirements for maps and for assuring conformance to the established policy by borrowers.
2. Administrative Services Division - The Administrative Services Division is responsible for the preparation of mapping standards and for rendering services to other divisions on mapping problems.

This Bulletin supersedes all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

Index:

Mapping Requirements for Telephone Systems
Scales for Key and Detail Maps: Telephone Systems

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. T-37

SUBJECT: Minimum Requirements with Respect to Insurance and Fidelity
Coverage for Borrowers' Operations

POLICY:

1. It is the policy of the Rural Electrification Administration to require borrowers operating telephone systems to take out and maintain as long as any portion of the loan remains outstanding insurance and fidelity coverage of the types and in the amounts as follows:

a. Fidelity coverage for all officers, employees and collection agents in the following minimum amounts based on the amount of the annual gross revenue of the borrower:

Annual Gross Revenue		Amount of Coverage
Less than	\$100,000	\$10,000
From \$100,000 to	150,000	15,000
150,001	200,000	20,000
200,001	250,000	25,000
250,001	300,000	30,000
300,001	400,000	40,000
Over	400,000	50,000

The above schedule of minimum coverage applies to the borrower's normal operations and inventories in cases in which the borrower follows the recommendations of REA in the handling or accounting for receipts, disbursements, materials or accounts receivable.

If the Administrator shall determine that the security of the Government loan is jeopardized by failure of a borrower to follow the recommendations of REA in the handling or accounting for receipts, disbursements, materials or accounts receivable, the minimum amount of coverage in the above table shall be increased by fifty percent.

- b. Workmen's compensation insurance covering all borrowers' employees for statutory limits; if any borrower or any of its employees not subject to the workmen's compensation laws of the State, the workmen's compensation policy shall be endorsed to provide voluntary compensation coverage to the same extent as though the borrower and such employees were subject to such laws; occupational disease liability, when not provided under the State Compensation Law, in limits of not less than \$10,000 for any one employee and \$25,000 aggregate for the policy period; in Oklahoma, limits for personal injury or death shall be not less than \$50,000 for each person; and "extra legal" medical aid coverage in States where full medical coverage is not statutory.
 - c. Public liability and property damage liability insurance covering liability ownership and all operations of borrowers; limits for bodily injury or death, not less than \$50,000 for one person and \$100,000 for each accident; limits for property damage not less than \$25,000 for each accident and \$50,000 total for the policy period.
 - d. Liability insurance on all motor vehicles, trailers and semi-trailers used in the conduct of borrowers' business, whether owned, nonowned or hired; public liability limits of not less than \$50,000 for one person and \$100,000 for each accident; property damage limits of \$25,000 for each accident.
 - e. Fire, theft, and windstorm insurance in the amount of the actual cash value covering loss of or damage to borrowers' owned motor vehicles.
 - f. Fire and either windstorm or extended coverage insurance on property of borrowers, including all buildings, equipment, supplies and materials (exclusive of telephone lines, and materials stored in the open and not within 100 feet of any building but including fire insurance on poles wherever stored): insured values to be not less than actual cash value of the property insured.
2. It is the policy of REA to require the submission to it, prior to the advance of funds, evidence of compliance with the foregoing requirements. Insurance policies and bonds issued to borrowers shall include endorsement providing for the carrier's furnishing to REA copies of all endorsements, notices of cancellation, and premium audits issued or made after the effective date of the policy or bond.
3. It is the policy of REA to recommend to borrowers that:
- a. They maintain all casualty insurance in one company, wherever possible, for concurrent policy periods;

b. Policies of insurance be effective from the first day of any calendar month;

c. Fidelity coverage be maintained continuously with one company.

RESPONSIBILITY AND PROCEDURE:

1. Management Division: The Management Division is responsible for informing telephone borrowers of the insurance requirements under this policy and for determining compliance by telephone borrowers with REA insurance requirements.

This Bulletin supersedes all other existing instructions in conflict with the provisions of this Bulletin.

Claude B. Wickard

Administrator

Index:

Fidelity Coverage for Borrowers' Operations: Minimum Requirements
with Respect to Insurance and
Insurance and Fidelity Coverage for Borrowers' Operations: Minimum
Requirements with Respect to
Minimum Requirements with Respect to Insurance and Fidelity Coverage
for Borrowers' Operations

